



**DEPARTMENT OF THE INTERIOR  
BUREAU OF LAND MANAGEMENT**

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**Washington, D.C. 20240**

[www.blm.gov](http://www.blm.gov)

<http://www.blm.gov/cadastral/Manual/nextedition.htm>

IN REPLY REFER TO:

9683 (350)P

Survey Manual Note 5

June 20, 2003

To: Next Edition Files  
From: Bob Dahl  
Subject: Notes on a Process and a Procedure for Developing the Next Edition of the Manual of Surveying Instructions.

**Goal:**

Outline a process and a procedure for developing the next edition of the Manual.

**Observation:**

Although this outline is presented sequentially, it should be understood that actions will occur concurrently.

**Definitions:**

Process – a series of actions, motions, or occurrences; progressive act or transaction; continuous operation; method, mode or operation, whereby a result or effect is produced; the machinery, as distinguished from its product.

Procedure – that which regulates the steps in an action or other administrative proceeding; a form, manner, and order of conducting reviews and inspections.

**Process and Procedure**

- 1) Identify content of current Manual; what to keep; what to eliminate; what to modify; what to correct; what to add.
- 2) Identify scope of next edition of Manual – for example, Land Status; Administrative Practices; Technical Content; Legal Content.
- 3) Research of materials bearing upon the content of the Next Edition; generally occurring after 1970:
  - a. Federal court cases
  - b. Interior Board of Land Appeal decisions – *opportunity for research assistant*
  - c. Statutes at Large

- d. Code of Federal Register – *opportunity for research assistant*
  - e. Departmental and Agency Administrative Manuals and Handbooks - *opportunity for research assistant*
  - f. BLM Washington Office Instruction Memorandums and Information Bulletins
  - g. BLM State Office Written Policies
  - h. Other federal agencies written policies
  - i. State court cases - *opportunity for research assistant*
  - j. Profession Standards of Practice
- 4) First draft of next edition prepared by Dahl, whole book; followed by:
- a. Distribute Specific Chapters To Specific Sounding Boards Organized by Chapters
    - i. Sounding Board Members Nominated by Dahl with Buhler's approval and State Office Cadastral Chief concurrence when applicable; potential membership:
      - 1. Federal Surveyors
      - 2. Private Surveyors
      - 3. Riparian Boundary Specialists
      - 4. Mineral Survey Specialists
      - 5. Solicitors
      - 6. Attorneys
    - ii. Reach agreement with each member of the Sounding Boards of their role and time constraints
  - b. Finalize a Sounding Board comment process
- 5) Sounding Board comments incorporated; followed by:
- a. Send draft of whole book to Cadastral Chiefs for comments
  - b. Work with Chiefs to help them organize and focus their time and input
- 6) Cadastral Chiefs comments incorporated; followed by:
- a. Send draft of whole book to Department of the Interior Washington Office Solicitor (3 Divisions - Public Lands; Minerals; and Indian)
  - b. Work with Solicitor's Office(s) to help them organize and focus their review
- 7) Solicitors comments incorporated; followed by:
- a. Send draft of whole book to Other Federal Land Management Agencies
  - b. Send draft of whole book to Tribal Governments
  - c. Identify agencies and tribes that wish to comment, identify a contact person in each agency and tribe and agree to a comment process
- 8) Other Federal Land Management Agencies and Tribal Governments comments incorporated; followed by sending the draft whole book:
- a. To State Attorneys General and Land Surveyor Registration Boards
  - b. To Land Surveyors Professional Societies
  - c. To Other Stakeholders
  - d. To Public
  - e. Prepare a comment process and procedure

- 9) State Attorneys General and Land Surveyor Registration Boards, Professional Societies, Other Stakeholders and Public comments incorporated; followed by - *opportunity for research assistant*
  - a. Send draft whole book to professional Technical Editor for Readability
  - b. Send draft whole book to professional technical indexer to prepare the index
  - c. Work with illustrator to prepare diagrams, figures and plates
  - d. Work with compact disc expert to prepare CD of Manual
  - e. Work with web site master to prepare and present web based electronic version of Manual
- 10) Procedure - Manual Approval:
  - a. Chief Cadastral Surveyor - Accepted
  - b. Director BLM – Prepared and Published under the Supervision of
  - c. DOI Assistant Secretary for Land and Minerals Management – Approved
- 11) Printing Process and Approvals:
  - a. BLM Printer
  - b. DOI Printer
  - c. Government Printing Office
    - i. Decide printing process
  - d. Final Product: Hardback Book, with CD in back jacket, and electronic version posted on BLM Cadastral web site
    - i. A separate BLM Internal Working Document: the above CD with hot links to cited statutes, case laws, IBLA decisions, IMs/IBs and other Manual cited authorities
- 12) Distribution; decide distribution process and plan:
  - a. Superintendent of Documents
  - b. BLM Printed Materials Distribution Services
  - c. Private Mail Order, Book Stores, and other competitive sources
- 13) Develop Outreach and Education Plan:
  - a. Work with BLM Cadastral Chiefs Education Committee and Training Coordinator
  - b. Coordinate with other federal agencies and tribal governments
  - c. Coordinate with National Council of Examiners for Engineering and Surveying (NCEES)
  - d. Coordinate with professional societies
  - e. Outreach to U.S. Mineral Surveyors
  - f. Outreach with Universities and Colleges with Survey Curriculum
  - g. Work with States on Model Law
- 14) Develop Errata and Reprint Process
- 15) Create Plan to bring Related Documents into Compliance with Manual:
  - a. Make adjustments to Code of Federal Register if necessary
  - b. Make necessary updates to DOI and Agencies Administrative Manuals and Handbooks
  - c. Prepare next edition of the Restoration of Lost or Obliterated Corners and Subdivision of Sections Guide
  - d. Update Mineral Survey Procedures Guide

- e. Update BLM Glossary of Terms
- f. Prepare next edition of Specifications for Descriptions of Tracts of Lands for Use in Land Orders and Proclamations